



**CESSE Finance and Administrative Committee
October 3 - 5, 2007 Meeting Agenda**

**Co-Hosted by
American Physical Society
American Institute of Physics**

Sheraton Baltimore City Center Hotel

Wednesday, October 3rd

Morning Golf Outing - Canceled

7:00 p.m. Group Dinner – Chiapparelli's (Casual attire) Meet in hotel lobby at 6:30pm.
Short walk to restaurant. Link for Chiapparelli's below.

http://www.chiapparellis.com/little_italy/chicken_veal_beef_seafood_baltimore.html

Thursday, October 4th

7:30 a.m. Breakfast

8:00 a.m. Opening / Introductions – Donna G. Halstead

8:15 a.m. New Board of Direction Orientations

See how other Cesse Societies train their new board members. What should and shouldn't be included. See presentations from other Cesse societies

9:30 am Break

9:45 a.m. Ergonomics Tips for Employers

Ergonomics is the science of the relationships between the worker and his/her work. Ergonomics can be used to prevent musculoskeletal disorders and other health conditions related to the job people do. Ergonomics also helps in improving people's comfort, morale, productivity and quality. Making adjustments to protect workers need not be costly, difficult or frustrating. This

session will present tips employers can use to protect their workers and their company's bottom line and attendees will be given the opportunity to share challenging experiences that their organizations have encountered.

11:30 am Lunch

12:30 p.m. HR Outsourcing – Eileen Levitt, President, The HR Team

To organizations with or without in-house HR departments, HR outsourcing offers a variety of alternatives for delivering ordinary and extraordinary HR programs and services. Eileen Levitt, SPHR and President of The HR Team, a Maryland based HR outsourcing firm, will talk about outsourcing, when it makes sense, and what benefits it can offer.

2:30 p.m. Break

2:45 p.m. Roundtable & Program Planning

Interactive discussion of problems, issues, benchmarking and best practices that societies face. Program planning for sessions at the spring meeting. Sessions cover Finance, Human Resources, Funding Raising and other management topics.

4:15 p.m. EEO Codes – Pete Bowen, Senior Manager, Employment, ASCE

The U.S. Equal Employment Opportunity Commission (EEOC) just approved a new version of the EEO-1 employer report - the first major revision to this form in 40 years. Various changes to the form will affect how you classify managers and supervisors and categorize the race and ethnicity of employees before your next report is due in September 2007.

What's changed now about the ways you can collect race-related data from your workers? Are you ready to comply with the EEO-1 confidentiality requirements? How does the new form affect your affirmative action obligations? What steps does the law require you to take to insure the accuracy of your report?

7:00 p.m. Group Dinner. Rusty Scupper. Meet in hotel lobby at 6:30pm. Short shuttle or cab ride.

Friday, Oct 5th

7:45 a.m. Breakfast

8:30 a.m. Insurance – Kevin J. Hill, Vice President, Herbert L, Jamison & Co, LLC

New types of polices (web, identity theft) why & how much societies should have.

10:00 a.m. Break

10:15 a.m. Disaster Recovery - Dave Maxfield and Norm Render, Experis Technology Group

Presentation of contemporary issues associated with Disaster Recovery and Business Continuance. Included in the discussion will be examples of the potential exposures and outages that can cause catastrophic loss as well as modern solutions which provide for continued access to critical systems and personnel in the event of a disaster scenario.

12:00 Noon Lunch / Adjourn